Voice Mail Instructions
Rio Salado College Voice-Mail System
COM 100 Assignments #10 and #11

Rio Voice-Mail System Information and Directions

With your telephone, you can access a computer controlled telephone messaging system that allows you to complete Assignments 10 and 11 by recording your three 'commercials' (messages) for Assignment 10, Part I, and your speech for Assignment 11, Part I, for your instructor to assess. This means you can accomplish the demonstration part of the assignment by using your touch-tone telephone and Rio's Voice-Mail system.

The following section explains how to access the Rio Voice-mail, and should be reviewed when you are ready to complete these assignments.

Accessing your instructor's Voice-Mailbox

You will need a touch-tone telephone and your instructor's mailbox number, which is the last 4 digits of your class section number for your COM 100 course, with the number 1 in front of these four digits. This will be the 5 digit number that you will need to access the correct voice-mailbox.

Please review these instructions before you are actually ready to record your assignment work. Many students print these directions so that they can use them during their work on these assignments.

Remember, you must enter the voice-mail system to complete Part I for Assignment 10 and Part I for Assignment 11.

If you have difficulties, contact your instructor or the Rio Salado Helpdesk at (480) 517-8600.

Accessing Your Instructor’s Voice-mailbox for Assignments 10 and 11.

To Enter Your Voice-mailbox

Using a touch-tone telephone:

1. Call the college Voice-Mail System phone number (480) 517-8700
2. Key in your five-digit mailbox number.

If you follow these steps correctly, you will hear the Main Menu options.

Main Menu Options

Once you have entered the system, you will hear a message indicating your instructor's name and directions to state your name and the assignment number you are completing.

You can begin to deliver your work for Part I as soon as the message ends. Remember to state your name and assignment number first. (Please note that the maximum length of time for any recorded message is 8 minutes, which should be more than enough time for these assignments.)

After you are through delivering your message, press the # sign.

Then listen to the following menu options:

1. To send your message, press 1
2. To listen to and review your message, press 2
3. To delete your message, because you want to record a new message, press 3
4. To re-record and send the new message, press 1
5. To exit, press Star Key (*)